



## JOB DESCRIPTION

State Form 52468 (12-05)

This document is used to provide a basic description of essential duties and other work elements.

<b>Employee Name:</b>		
<b>Agency:</b> Indiana Commission for Higher Education		<b>BU:</b>
<b>Division:</b> Strategic Communications and Student Success Initiatives	<b>Section/District:</b>	
<b>Job Title:</b> Communications and Outreach Intern		<b>Job Code:</b>
<b>Working Title (if different from above):</b> N/A		
<b>Reports To:</b> Kaylee Showers, Communications Project Manager		
<b>FLSA Status:</b> <input checked="" type="checkbox"/> Non-Exempt (OT Eligible) <input type="checkbox"/> Exempt		<b>Effective Date :</b> 11/14/2016

### **Purpose of Position/Summary:**

The Commission for Higher Education plans and coordinates Indiana's state supported system of postsecondary education. The Commission reviews appropriation requests from the institutions, administers the state financial aid program, and oversees the board for proprietary education.

As a coordinating body, the Commission forms partnerships with multiple constituencies to promote access to and affordability of postsecondary education. The Commission for Higher Education consists of a fourteen-member governing board appointed by the Governor and a full-time professional staff. The Commission for Higher Education offices are located in downtown Indianapolis and public meetings take place across the state.

The Commission for Higher Education seeks motivated college students for various internship opportunities. Interns will be provided free parking at state facilities, project ownership, and rewarding résumé building experiences. The Commission offers a flexible schedule (between the hours 8:00 a.m. to 5:00 p.m., Monday through Friday) for individuals who are busy with classes and work.

### **Essential Duties/Responsibilities:**

#### COMMUNICATIONS

- Assist in the development, outreach and promotional strategies of Learn More Indiana's resources and student contests
- Assist with public relations and marketing on annual campaigns (e.g., Cash for College, Career Ready and College GO!) and other Commission initiatives
- Assist in developing messages, resources and materials to reach target audiences: K-12 students, college students, adult students, teachers and school staff and parents
- Assist in the development and implementation of effective social media and communication strategies for 21<sup>st</sup> Century Scholars and other key Commission programs
- Develop content and distribute monthly e-Newsletter and manage listservs, contact databases and constituent networks

#### OUTREACH & EVENTS

- Represent the Commission at various community-wide presentations, programs, exhibits and events
- Assist Commission staff with Student Advocates Conference and other Commission-sponsored programs, meetings and events
- Perform administrative and other duties, as assigned

### **Job Requirements:**

- Passion for helping Hoosiers succeed in college and beyond
- Able to multi-task on multiple projects
- Strong organizational and communication skills, including writing
- Flexible
- Attention to detail
- Creative and innovative
- Ability to work well in a dynamic team setting

**Supervisory Responsibilities/Direct Reports:**

None.

**Difficulty of Work:**

Work is specialized involving complex program elements, which require technical and analytical abilities. Mature judgment and the ability to work under intense scrutiny are essential to the position. Incumbent must effectively coordinate work activities in a programmatic role where authority is indirectly within the structure of more than one agency.

**Responsibility:**

The immediate supervisor for this position is the Communications Director. Incumbent will work in collaboration with both supervisor and the Commission's Learn More Indiana staff. Incumbent should be self-motivated and actively seek tasks/assignments as they are completed.

**Personal Work Relationships:**

Incumbent works with a diverse spectrum of personnel, including Commission members, agency staff, other State agencies, university staff members, and occasionally the public.

**Physical Effort:**

Incumbent performs duties in a modern office environment; must be able to sit for extended periods of time; extensive typing required. Physical exertion is minimal.

**Working Conditions:**

Office setting; however, some travel may be required.